



Fire Service Certification Testing

WRITTEN EXAMINATION INSTRUCTIONS

CERTIFYING OFFICER

- **Introduction**
- **The role of the
Certifying Officer**

Safety and Classroom Basics

- Location of exits
- Location of restrooms
- In case of Emergency – exit building quickly
- Notify 911 if warranted



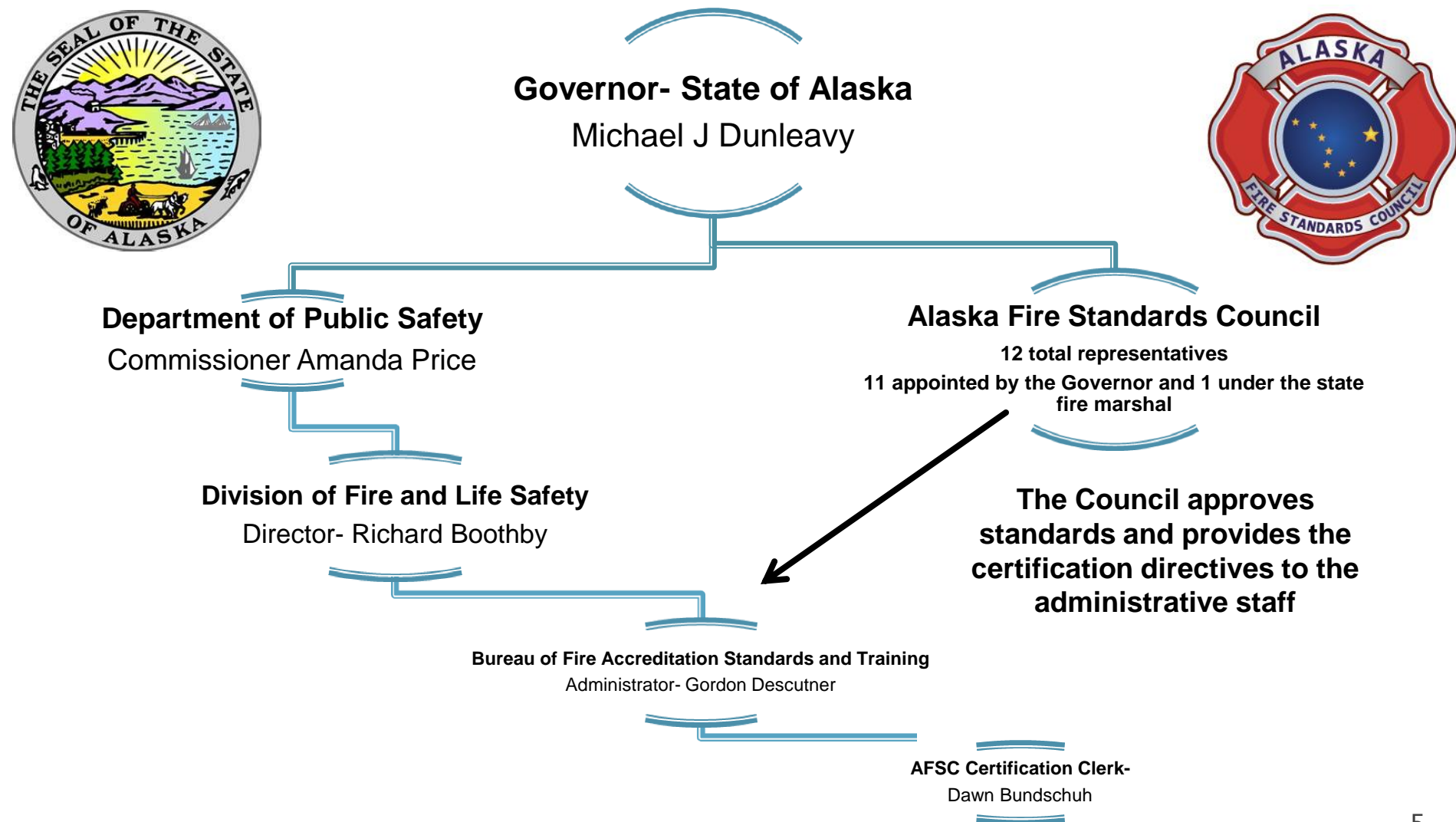
****Turn off or silence all cell phones and electronic devices at this time***

Instruction Objectives:

- Review the Certification Process
- Explain the Responsibilities of the Alaska Fire Standards Council Certifying Officer and Evaluators/Assistants
- Explain the Written Exam Instructions and Practical Exam Guidelines for this exam

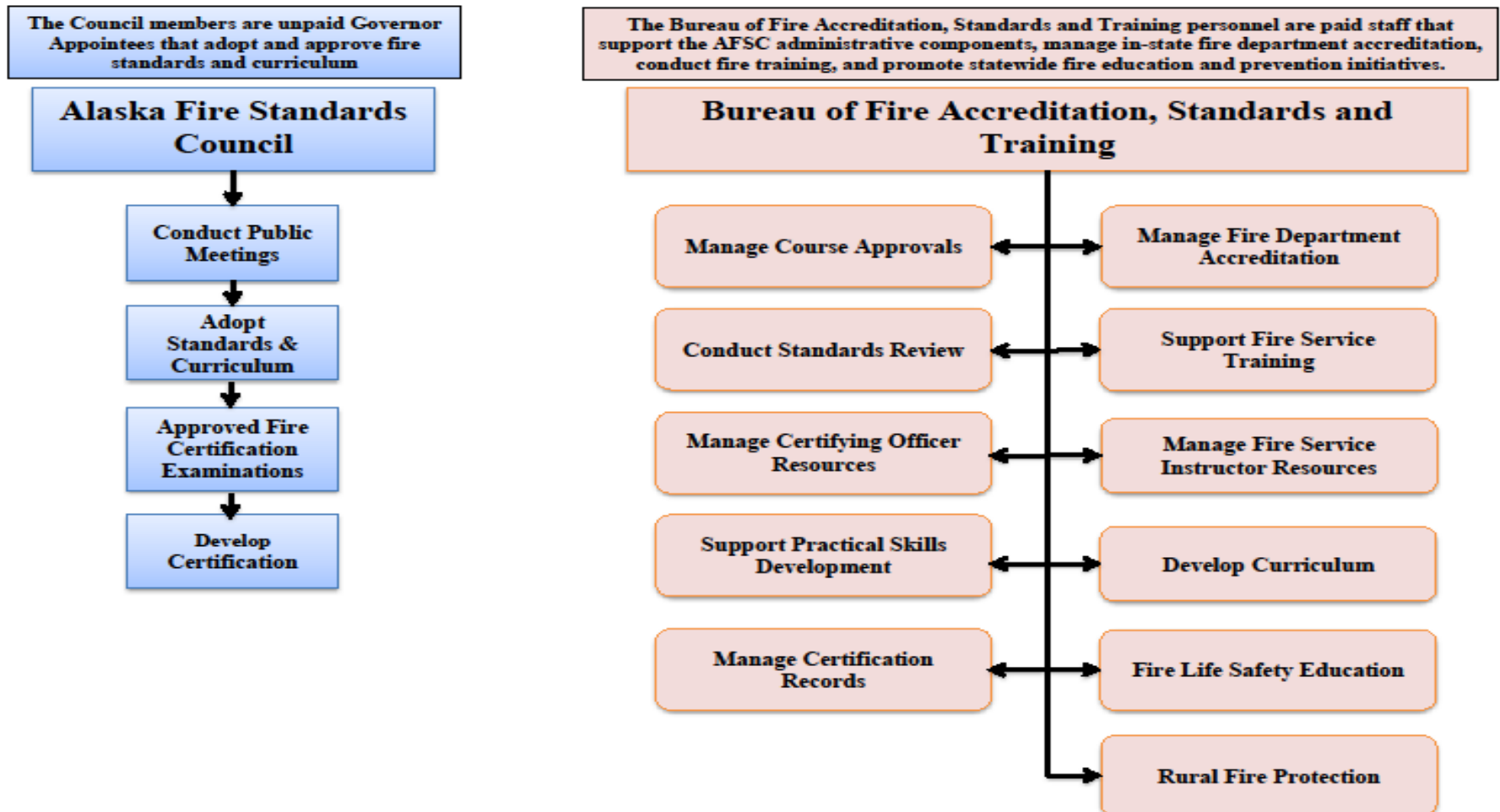


State of Alaska and the Fire Certification Services



State of Alaska Department of Public Safety

AFSC/BFAST SCOPE OF RESPONSIBILITY CHART



Alaska Fire Standards Council

Representatives:

- **Certifying Officer is the test site representative for the AFSC**
- **Has the overall Authority during AFSC field examinations**



Benefit to the Individual:

Successful completion this exam ensures that you have met established NFPA standards



IFSAC or ProBoard certification is credible, portable, and is nationally and internationally recognized



Certification Administration:

Written Exam Time:

Up to 2 hours per examination level

- 1-hour for 50 questions exams and 2-hours for 100 question exams
- an additional 1-hour is allotted for hazardous materials tabletop worksheets

Practical Exam Time:

Discussed prior to the practical exam



What You Need To Do!

- **Complete the Application for Certification**
- **Complete the Written Test**
 - **Expect scores within 30 days- DO NOT call the AFSC office for your score! The AFSC will notify the department Training Officer/Course Coordinator once the results are available**
- **Successfully Complete the Practical Evaluations (Details provided later)**
 - **Direct feedback for final results provided to candidates the day of testing**



Group Review

Written Exam Instructions

Written Exam Instructions

- Please remove all text materials and notes from your tabletop except a the test binder and a piece of scratch paper
- DO NOT open the test binder until instructed to do so
- In an emergency close the test binder, leave all materials on the table, and leave the room immediately

During the Written Examination

- **DO NOT** leave the testing area once the test has begun except in an emergency
- **Only one person** in the restroom at a time
- **All materials** must remain in test area

During the Written Examination

- **The Certifying Officer cannot answer any questions about specific test questions**
- **Do not talk or discuss questions or answers with other students during or after the exam**
- **The use of computers, handheld electronics, smart phones, bluetooth devices, or *open books is prohibited**

***The North American Emergency Response Guide (ERG) and MSDS material are permitted for the hazardous materials written exam only**

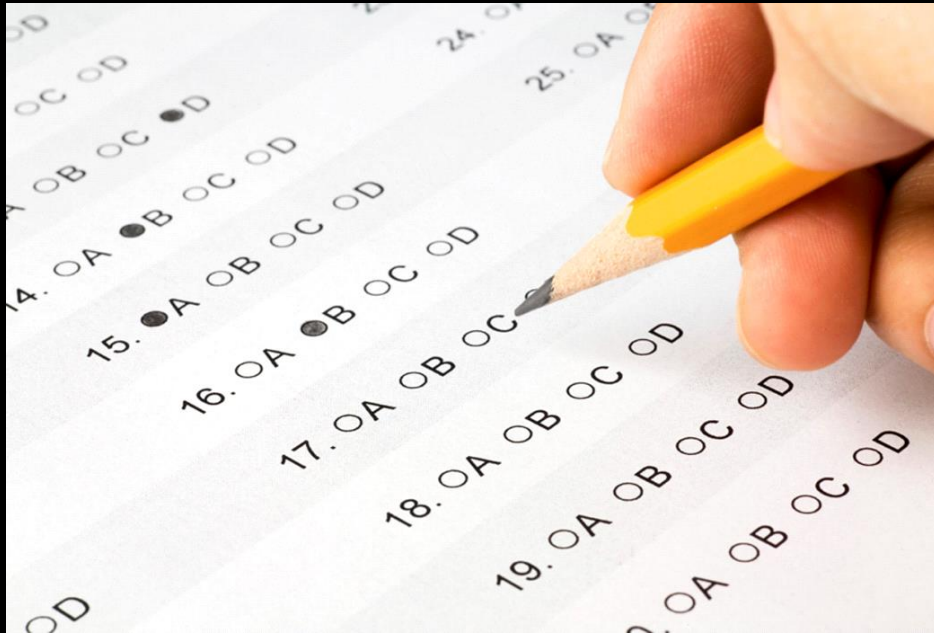
Written Examination Security

- **Candidates are prohibited from providing each other assistance during the exam**
- **Copying, recording, or duplication of examination material is explicitly prohibited**
- **After completing the exam Candidates shall not reconstruct the examination questions in any way**
- **Report security concerns to the Certifying Officer and/or the Fire Standards Council office**

Written Examination Security

- Any evidence that a Candidate has compromised the written exam is grounds for immediate dismissal from the test process
- If a candidate violates the test security guidelines he or she will be disqualified from the testing process and revocation of all Alaska fire certification will likely occur

Certification Application



Group Application Completion

Application Front Complete Application

- Application Type
- Application Level (*check all that apply*)
- Personal Information
- Valid Email Address
- ID Number- (First three letter of last name and last four of SS#)
- Check for FF Collar pins (\$5 fee applies)
- Department Info



AFSC APPLICATION FOR CERTIFICATION
STATE OF ALASKA
DEPARTMENT OF PUBLIC SAFETY
FIRE STANDARDS COUNCIL



APPLICATION TYPE

- ☐ New
 ☐ Reciprocity
 ☐ Retest (complete level & personal info only)
- ☐ Grandfather
 ☐ Other

APPLICATION LEVEL

- | | | |
|--|--|---|
| <input type="checkbox"/> Firefighter - Select level | <input type="checkbox"/> Hazardous Materials- Select level | <input type="checkbox"/> Fire Officer- Select level |
| <input type="checkbox"/> Fire Instructor- Select level | <input type="checkbox"/> Driver Apparatus - Select level | <input type="checkbox"/> Land-Based Marine FF |
| <input type="checkbox"/> Certified Fire Investigator | <input type="checkbox"/> AK Fire Investigator Tech (AKFIT) | <input type="checkbox"/> Airport Firefighter |
| <input type="checkbox"/> Rapid Intervention Crews | <input type="checkbox"/> Fire Life Safety Educator- Select level | <input type="checkbox"/> Other: _____ |

PERSONAL INFORMATION

First Name:	Middle Initial:	Last Name:
Mailing Address:		
City:	State:	Zip Code:
Contact Phone:	Work Phone:	DOB: Age:
A VALID EMAIL ADDRESS MUST BE LISTED TO RECEIVE AFSC CERTIFICATES		
Email Address:		
ID#:	The ID# is the first three letters of the last name and the last four numbers of the applicant's Social Security Number. This number is mandatory and is used for data basetracking only.	
<input type="checkbox"/>	Check box to request a FFI or FFII collar pin for an additional fee of *\$5 & INITIAL HERE	
*Collar pins will only be issued if the applicant is applying for AFSC FFI or FFII certification. See AFSC Certification Fee Schedule for details.		

DEPARTMENT OR EMPLOYER INFORMATION

Department/Employer:			
Address:			
City:	State:	Zip Code:	Dept. Phone:
Present Job/Rank/Affiliation:			Years of fire service experience? <input type="checkbox"/>

FIRE STANDARDS COUNCIL OFFICE USE ONLY

Date Received:	Exam Type:	Skills Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No	Exam Score:	Fee: \$	Fee Rec'd Date:
	Exam Type:	Skills Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No	Exam Score:		
Retest Received:	Exam Type:	Skills Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No	Exam Score:	Fee: \$	
	Exam Type:	Skills Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No	Exam Score:	Fee: \$	
FSC Approval Date:			Notes:		

*****Missing information will delay the application process*****

Application Back

Application Page 2

Sign and date the back!

- Applicant Signature
- Select appropriate *payment option and list billing email address

***NOTE: A certificate will not be issued until all fees are received**

AFSC APPLICATION FOR CERTIFICATION

CERTIFICATION REQUIREMENTS

Each level of certification requires that a candidate complete certain requisites prior to certification. Requirements for each level of certification are included in the certification directive for each certification level. Before applying for certification, ensure that the candidate is eligible for certification. The Certifying Officer at the test site will require evidence that the candidate has met requisite requirements before the AFSC permits a candidate to complete a final examination.

EQUIVALENCY CHALLENGE/RECIPROCITY

For an equivalency challenge request, contact the Fire Standards Council or your department Training Officer. Reciprocity is honored in part (must have all requisite certification for a given level) and given only to those individuals who have been certified by an IFSAC or Pro-Board accredited agency and are an Alaska resident or a member of a registered Alaska fire department. For some certification, levels there may be Alaska specific steps for reciprocity certification.

APPROVALS

Applicant
I attest that all the information above is accurate and that I have completed all requirements for the level of certification indicated. I authorize the Alaska Fire Standards Council access to my fire department files to verify my qualifications and credentials if and when they are needed. I authorize the release of my grade and/or score for this certification to my organization's Fire Chief, Training Program Manager, or the designated Written Test Contact, if applicable.

Applicant Signature: _____ Date: _____

☐ **ID Acknowledgement** - By checking this box, I confirm ONE of the following:

1. that the CO has verified and documented my ID information on the Test Site Student Roster
2. that the AFSC Exam Proctor has verified and documented my ID information on the AFSC Test Site Student Roster
3. I have attached a photocopy of my driver's license or official photo ID with this application

Training Officer/Fire Chief/Lead Instructor
I verify that the above information is true and complete. I attest that the applicant has met and performed all training requirements for certification eligibility and has the knowledge and competency for the requested level of certification.

Fire Chief/Training Officer: _____ Date: _____
Signature

Payment Method:
(DO NOT list credit card information here. Credit card payments can be processed after an AFSC invoice has been received)

☐ Check ☐ Cash PO # _____

☐ Bill/Invoice to: ☐ Department/Org. Email: _____
☐ Personal Email: _____

CERTIFYING OFFICER VERIFICATION (signature required for course completion tests only)
As an authorized Certifying Officer for the Fire Standards Council, I verify that the applicant has successfully completed the required final examination requirements for this level of certification. I also verify that I have reviewed the following items required for certification at the level indicated on the first page of this application.

☐ Verify Photo ID and Note On Test Site Student Roster and Minimum Age ☐ Alaska Resident or Member of Registered Fire Department ☐ Completed Training Record
Verify for each level of testing (e.g. FF & HMO)

Certifying Officer: _____ Date: _____
Signature

Return this application and related documentation to the mailing address or fax number listed at the bottom of this document. Email scanned documents to:
dpsakfirestandards@alaska.gov

The AFSC Fee Schedule is located on our webpage at: <http://dps.alaska.gov/AFSC/certifications.aspx>

AFSC AC V161017 5700 E. Tudor Rd. - Anchorage, AK 99507 - Voice (907) 269-5052 - Fax (907) 269-0134 Page 2 of 2

Bubble Sheet

Fill in Bubble sheet for each exam (*Haz Mat sheet has green stamp on it*)

- **ID-** Last 4 of candidate SS # and number of test version
(top right of 1st page of exam)
- **Name-** (Last, First & Middle Initial)
- **Grade Box-** Binder number
(listed on front cover of exam)
- **Date**
- **Course-** Name of Accredited Course
- **Test-** (i.e. FFI, HMO, HMA, FSI)
- **Lead Instructor**
- **Your Name**
- **Certifying Officer Name**

The image shows a sample bubble sheet form with various sections and arrows pointing to specific fields. The form includes sections for ID, Name, Grade Box, Date, Course, Test, Lead Instructor, Your Name, and Certifying Officer Name. It also has a 'MARKING INSTRUCTIONS' section at the bottom.

Top Section: ID (Last 4 of candidate SS # and number of test version) and Name (Last, First & Middle Initial).

Grade Box: Binder number (listed on front cover of exam).

Additional Data Section: Date, Course, Test, Lead Instructor, Your Name, and Certifying Officer Name.

MARKING INSTRUCTIONS:

- Use No. 2 pencil ONLY
- Erase unwanted marks cleanly
- Make dark heavy marks that fill the oval completely
- Make no stray marks on this answer sheet

Prohibited Area: A large 'X' is drawn over a section of the form, indicating that this area is not used.

Written Examination Marking

- **While completing the answer bubble sheet remember the following critical items:**
 - **Use a #2 PENCIL to fill in the bubbles**
 - **Mark each answer clearly by filling in the oval for that particular question**
 - **Make dark heavy marks that fill each oval completely**
 - **Changes must be completely erased**
 - **Smudges or marks may cause scoring errors**

Scantron Marking

TEST ANSWER FORM
200 Items - Scannable

SIDE 1

Good: Mark A for "True" (Correctly filled bubble)

Bad: Mark B for "False" (Incorrectly filled bubble)

Bad: Mark A for "True" (Incorrectly filled bubble)

Bad: Mark B for "False" (Incorrectly filled bubble)

Mark A for "True"

Mark B for "False"

1	T	F	A	B	C	D	E
2	A	B	C	D	E		
3	A	B	C	D	E		
4	A	B	C	D	E		
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Written Examination Detail

DO NOT MARK ON THE TEST BINDERS

- Most AFSC written examinations contain 100 total questions per level of certification (For example: FFI is 100 questions and Haz Mat Ops is 100 questions)
- Read questions thoroughly and select the best answer
- Answer EVERY question because unanswered questions are scored as incorrect

Poor Question Reporting

- Candidates should mark questions for review by the AFSC on the back of the Scantron sheet.
- GOOD examples have a clear explanation and are easily understood. The question score is voided if a valid error is found.
- POOR examples include things that are not test problems (student lacks knowledge) or insufficient detail.

		TEST ANSWER FORM WRITE - IN ANSWERS	NOTE: You may use any form of pen or pencil on this side.
			SIDE 2
YOUR NAME	ID NUMBER	DATE	TEST
GOOD EXAMPLES	5	Both answers "A" and "C" appear to be correct.	AFSC Action: Will review question and answer choices in reference to NFPA standard. If comment is valid, all candidates are given credit for the question.
	18	Possibly a word is incorrect in question. Refers to "High-valve" district, but is likely supposed to read "High-value".	Will review question in reference to NFPA standard and text material. AFSC Executive Director determines impact to test candidates and credits all if appropriate. The question is modified in cases of incorrect spelling or words.
POOR EXAMPLES	28	Never heard of the term "SCBA".	If the comment is in reference to an NFPA Standard Knowledge requirement that the candidate should know, the question will be scored as it is marked. These comments related to instruction, not the test itself.
	32	Bad question	Not enough information. Specify WHY you believe it is a bad question. Unless otherwise specified, a candidate will be scored as marked by the candidate.

Mark Poor Question Comments on Back of Scantron

- Mark the date and test
- Identify question number in box
- Write a brief and specific description of the question or answer problem
- AFSC action includes a review and score adjustment (if warranted)

TEST ANSWER FORM
WRITE - IN ANSWERS

NOTE: You may use any form of pen or pencil on this side.

SIDE 2

YOUR NAME _____ NUMBER _____ DATE _____ TEST _____

GOOD EXAMPLES

5 Both answers "A" and "C" appear to be correct. ← AFSC Action: Will review question and answer choices in reference to NFPA standard. If comment is valid, all candidates are given credit for the question.

18 Possibly a word is incorrect in question. Refers to "High-value" district, but is likely supposed to read "High-value." ← Will review question in reference to NFPA standard and text material. AFSC Executive Director determines impact to test candidates and credits all if appropriate. The question is modified in cases of incorrect spelling or words.

POOR EXAMPLES

28 Never heard of the term "SLBA." ← If the comment is in reference to an NFPA Standard Knowledge requirement that the candidate should know, the question will be scored as it is marked. These comments related to instruction, not the test itself.

32 Bad question ← Not enough information. Specify why you believe it is a bad question. Unless otherwise specified, a candidate will be scored as marked by the candidate.

Written Examination Wrap-Up

- **When finished put all paperwork together and return all examination materials to the CO**
- **Upon Completion exit the test area and Do Not Disturb other test takers**
- **Do Not share or discuss question specifics with anyone**
- **Follow the CO directions once everyone is finished**

Practical Examination

- Practical skill station instructions will be conducted after everyone has finished the written exam

Are there any questions before written examination begins?





Establishing Performance Standards for Alaska's Fire Service